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Executive Registry
2-6674

AR-D-0147

Personnel 14

8 March 1952

CONFIDENTIAL AND INFORMAL MEMORANDUM

TO   : Mr. Walter R. Wolf

SUBJECT   : Personnel Requirements, Office of Training

    1. In the course of our conversations this week relative to possible extension of the responsibilities of the Director of Training, you very generously offered to help in attempting to alleviate the acute personnel situation which confronts my office.

    2. Historically speaking, the Office of Training was established in January 1951 with myself as Director and supported by one stenographer and one experienced Agency employee (Bob ██████████████ was subsequently requested by ████████ and replaced by a GS-11 Agency experienced employee ████████████. For the first six months of ████████ assignment to this office, I received requests for his assignment to other offices within the Agency, including one from ████████, and after a series of fights, have finally, I think, been assured of his services.

    3. In the course of the past year, I have had assigned to me from the Agency five other senior Agency employees: ████████████, ████████████████████████████████ Two of these employees, ██████████████ had previously been assigned to the old ORE, and no suitable assignment elsewhere in the Agency could be found for them until they were accepted by the Office of Training. The other three, ████████████████ ██████████████ had been released from their offices, with recommendations that their employment in the Agency be terminated. It is around those five employees that the Office of Training has built its program and established its reputation.

    4. In addition, I have personally recruited four other senior employees of the Office of Training whom I consider important to the program: ██

    5. In spite of the fact that it should be obvious that training, other than in the languages, must be carried on by senior people who have earned the respect, through experience and ability,

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of the Offices whose employees they will serve, I have been unable to secure the services of any other Agency employees at the Division level.

6. ███████████ the Deputy Director of Training (General), ███████████, Head of the CIA Intelligence School, Chief of the External Training Division, and ███████████ are resigning from the Office of Training within the next three months.

7. My immediate and acute needs are for:

   a. A replacement for ███████████ who is being recalled by the Navy in June.

   b. A replacement for ███████████ whose resignation is expected momentarily.

   c. A Deputy for ███████████ Deputy Director of Training (Special).

███████████ replacement must be a qualified and senior Agency employee of the stature, for instance, of ███████████ OCI. ███████████ replacement should likewise be a mature Agency employee preferably with overt office experience. The name of ███████████ ONE, has been suggested. There is no one in the Office of Training (Special) who compares with ███████████ in experience and knowledge of the subject in spite of the fact that ███████████ is a relatively young man. He should have a deputy who could, within two years, succeed him and who also is an experienced covert employee.

8. While the above needs are acute, I also feel that the Office of Training needs the energetic support of the Office of Personnel in attempting to fill instructor vacancies in the covert training office, language instructor vacancies in the overt training office; recruitment requests for the above-described positions remain unfilled for months on end.

9. In spite of the fact that many instructors in the covert training office have completed their normal tour of duty with us and are anxious to be released for assignment to their parent organizations of SO and PC, we have still not received replacements for these men in spite of the fact that their teaching load has increased almost 300% in the last twelve months.

10. Any help that you can give me in the above-described situation will be greatly appreciated.

MATTHEW BAIRD

MB:mrf
cc: DDCI

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